



eRegistration Validation Process

San Francisco Immigration Court

INTRODUCTION

Welcome to the eRegistration validation process! Attorneys and accredited representatives are required to register with EOIR in order to represent aliens before the Immigration Courts and Board of Immigration Appeals. Registration is an electronic process that requires the attorney or accredited representative to enter and maintain a profile of their information in order to receive an EOIR Identification number. Attorneys and accredited representatives will register once to be able to appear before all Immigration Courts and the Board of Immigration Appeals. Registration is not particular to one court. This guide is designed to assist you with the Identification Validation process at the court.

IDENTIFICATION VALIDATION

Identification validation will begin at the San Francisco Immigration Court on June 10, 2013. Completing the registration process requires that the attorney present a photo identification to immigration court personnel. Immigration Court personnel will review the photo identification presented by the attorney or accredited representative and enter this information into EOIR's Identity Manager System to complete the registration process.

NOTE: LEGAL ASSISTANTS, SECRETARIES, PARALEGALS, AND ANY OTHER PERSONNEL MAY NOT REGISTER ON BEHALF OF THE ATTORNEY OR ACCREDITED REPRESENTATIVE. THE ATTORNEY OR ACCREDITED REPRESENTATIVE MUST APPEAR IN PERSON TO HAVE HIS OR HER IDENTITY VALIDATED.

HOW TO REGISTER

You can complete your eRegistration by coming to the Immigration Court at: 120 Montgomery Street, San Francisco, CA 94104. Attorney eRegistration will take place in the 7th Floor Conference Room. The San Francisco Court has instituted an "Open Period" where you may come to the court and complete the eRegistration process. There is no appointment necessary. The open period hours are:

June 10, 2013 – June 21, 2013

Monday	09:00am – 11:30am
Wednesday	01:30pm – 03:30pm
Friday	01:30pm – 04:00pm

June 24, 2013 – July 31, 2013

Monday	09:00am – 11:00am
--------	-------------------

To register:

1. Proceed to the 7th Floor Conference Room during the times and dates listed above
2. Show your government issued Identification for verification (*see table below*)
3. Your eRegistration will be then be added to EOIR's database
4. Your eRegistration is completed

Type of Identification That Will Be Accepted (<i>all types of identification MUST contain a photograph, and a date of birth</i>)
U.S. Passport
U.S. Passport Card
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
Employment Authorization Document/Card (Form I-766)
Driver's License or Identification Card (issued by a state, or outlying possession of the U.S)
ID Card issued by a federal, state, or local government agency
U.S. Military Card, or draft record

REGISTRATION / ALTERNATIVE SCHEDULE

Beginning August 1, 2013 any attorney or representative that has not registered may come to the 7th floor filing window between 8:30am – 11:30am and 1pm – 3:30pm to register. If possible, we ask that you contact the Court Administrator, Maria Jauregui prior to your arrival so that she can set up an appointment that meets your schedule. She can be reached by phone at 415-705-0164 or by email at maria.jauregui@usdoj.gov.

EOIR IDENTIFICATION NUMBERS

Once you receive your EOIR Identification number, you must enter it on all EOIR-27s and EOIR-28s. As of December 10, 2013 all attorneys and accredited representatives will be required to enter an EOIR Identification on all EOIR-27s and EOIR 28s.

If you have any questions about the eRegistration validation process, please contact the Court at (415) 705-4415.